

Chaperone Licence Application Form

The Children and Young Persons Act 1963

The Child (Performance and Activities) (England) Regulations 2014

‘Any person who knowingly or recklessly makes a false statement in, or in connection with an application for a licence ... shall be liable in summary conviction to a fine not exceeding £1000, or imprisonment for a term not exceeding three months or both’ (Children and Young Persons Act 1963, Part II, Section 40).

‘The licensing authority must not approve a person as a chaperone unless it is satisfied that the person—

(a) is suitable and competent to exercise proper care and control of a child of the age and sex of the child in question; and

(b) will not be prevented from carrying out duties towards the child by duties towards other children.

(Child (Performance and Activities) (England) Regulations 2014, Part 3, Section 15).

Professional Sector Applicants: Following completion of the form you will need to make an appointment at one of our Area Offices to arrange for your identity documents to be verified if you do not currently hold a DBS Certificate, where you hold a DBS but have not signed up to the on-line DBS renewal service and your DBS was not issued by Essex County Council or where your certificate was issued by Essex more than eighteen months ago and you are not signed up to the on-line DBS renewal service. Please follow the instructions regarding this on the professional chaperone process flowchart.

Voluntary Sector Applicants: The manager of the group you will be chaperoning for will process your DBS application for the job role of Chaperone (Voluntary), identity checks, chaperone application form and send all required documents to the Child Employment Team on your behalf.

All information provided in this form will be treated in confidence, other than information relating to criminal offences. Please complete using block capitals.

Title:	First Name:		
Middle Name:	Last Name:		
Date of birth:	Place of birth:		
Address:			
Town:		Post code:	
How long have you lived at this address?			
If less than five years, please list all addresses during this time:			

Telephone:	Mobile:
What is the best number to contact you on to take payment: (Professional sector chaperones only)	
Email:	
Security Question – Mother's maiden name:	

What sector will you be working in:	Professional	<input type="checkbox"/>	Voluntary	<input type="checkbox"/>
Name of the Company you will be chaperoning for:				
Date of first performance that you need the licence for:				
Name of that Performance:				
Title and Name of Company Contact Person:				
Telephone:	Email:			

Have you ever been approved as a chaperone?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, which Local Authority issued your licence?				
How many years have you been a chaperone?				
Are you registered disabled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give your registration number:				
Do you have any health condition that might have a bearing on you application?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:				

Social Care Enquiries

Checks will be made with Social Care regarding this application and your suitability to work as a chaperone. Please note that your application will not be processed if you do not consent to such checks.

I consent to the Missing Education and Child Employment Service liaising with Social Care.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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References

Please give the details of two responsible persons who would be prepared to provide references as to your suitability to be a chaperone. Both must have known you for at least two years. At least one of these should know you in a professional capacity.

Your referees cannot be family members.

1.	Title:	First Name:	
	Last Name:	Date of Birth:	
	Address:		
	Town:	Post Code:	
	Email address:	Tel No:	
	Capacity in which you are known to them:		
2.	Title:	First Name:	
	Last Name:	Date of Birth:	
	Address:		
	Town:	Post Code:	
	Email address:	Tel. No.	
	Capacity in which you are known to them:		

Disclosure of Criminal Convictions, Cautions, Reprimands, Bind Overs

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.

The post for which you are applying is one that will give you substantial unsupervised access to children and young people and is therefore covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions and any pending prosecutions against you in line with the below requirements.

Please read carefully the accompanying notes attached to the back of this application form and then enter any convictions and cautions below.

Please enter **NONE** if applicable

Offence	Date of conviction / caution / reprimand / bind over	Sentence

Please list below details of any pending prosecutions

Please enter **NONE** if applicable

Court to which summoned	Appearance date	Alleged offence

Declaration to be signed by the applicant

<p>I hereby declare that</p> <ul style="list-style-type: none"> • I have understood the attached guidance notes and any failure to disclose criminal convictions may result in the withdrawal of any chaperone licence that may be issued • the above information is true, to the best of my knowledge. • I understand that I would be liable to prosecution if I wilfully stated anything that I know to be false or did not believe to be true. • I have read the Information and Guidance Booklet for chaperones and understand the roles and responsibilities placed upon me as a chaperone and hereby agree to abide by these. 	
Signed:	Dated:

Missing Education and Child Employment Service contact details:

Address: E2, Zone 2, County Hall, Chelmsford, CM1 1LD

Tel: 03330138967

Email: child.employment@essex.gov.uk

Internet: www.essex.gov.uk

Disclosure of Criminal Convictions, Cautions, Reprimands, Bind Overs (Spent and Unspent)

Guidance Notes for Chaperones

1. You must declare the following:
 - Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
 - Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
 - Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
 - All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
 - Where you have more than one conviction all convictions must be declared.
 - Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
 - Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
2. The information you provide (by completing the attached form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
3. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be approved as a chaperone; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the County Council's policy on the employment of ex-offenders, a copy of which can be obtained from Essex County Council. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of a chaperone. If you disclose information which you are not required to, this will be disregarded.
4. A conviction includes:
 - (a) a sentence of imprisonment, youth custody or in a young offenders institution
 - (b) an absolute discharge, conditional discharge, bind over
 - (c) a fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction

- (d) simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces
 - (e) detention by direction of the Home Secretary
 - (f) remand centres, secure training centres or in secure accommodation
 - (g) a suspended sentence
 - (h) a fine or any other sentence not mentioned above
5. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
 6. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
 7. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
 8. Driving offences must be declared unless excluded by the criteria in 3 above.
 9. Failure to disclose convictions, cautions, reprimands, bind overs or any pending prosecutions may result in your application not being approved
 10. As the position of a chaperone falls within the category for which a criminal record disclosure is required you must apply for an enhanced Disclosure and Barring Service check *. A refusal to make such an application could prevent your licence being issued. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure

* Enhanced disclosures are for posts involving greater contact with children and vulnerable adults.